



Policy: 4051
Procedure: 4051.01
Chapter: ADJC Mail System
Rule: ADJC Mail

Effective: 02/22/2007
Replaces: 1101.01
Dated: 08/26/02

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) regulates the collection and delivery of intra-agency, inter-agency, and United States (US) mail to ensure the confidentiality and security of incoming and outgoing documents.

Rules:

1. **ADJC EMPLOYEES** shall use agency mail services for the purpose of conducting official state business.
2. **CENTRAL OFFICE EMPLOYEES** shall:
 - a. Legibly mark the name and/or job title and/or work location of the addressee on the outside of any envelope, mailer, or package;
 - b. Have insufficiently addressed US mail returned to the sender for correction/clarification.
3. **ADJC CENTRAL OFFICE SECURITY** shall:
 - a. Keep the Central Office (CO) mail room in operation from 6:00 a.m. through 4:00 p.m. every business day;
 - b. Keep the mail room door locked at all times unless an authorized ADJC employee is in the room;
 - c. Maintain the Central Office mail-room keys along with the Inspections and Investigations Chief Administrator and the CO Security Program and Project Specialist II.
4. **ADJC CENTRAL OFFICE EMPLOYEES** shall:
 - a. Under no circumstances leave mail on the floor outside the locked Mail Room door;
 - b. Hand carry outgoing US mail to the mail room and deposit it in the outgoing mail repository located on the first floor across the from ADJC mail room where it will be sent to ADOA and metered for mail delivery;
 - c. Hand carry interagency mail to the mail room.
5. **ONLY ADJC SECURITY PERSONNEL OR DESIGNEE** shall be responsible for the sorting of all ADJC Central Office Complex in-house and US mail into each individual area's mail box. The **SECURITY PERSONNEL SUPERVISOR** shall ensure the security employees are provided with appropriate protective equipment which shall include respiratory masks, if requested. The **SECURITY OFFICER** shall:
 - a. Wear approved latex gloves at all times while handling mail, to include washing of his/her hands at the conclusion of their assignment;
 - b. Physically observe any incoming mail or packages for threats.
 - c. Take caution in the event incoming mail or packages display the following:
 - i. Mail is unexpected from an unknown individual;
 - ii. Mail is addressed to someone who is no longer employed;
 - iii. Mail is of unusual weight for the size of the package;
 - iv. Mail that is marked "Confidential or Personal";
 - v. Mail that has no return address;
 - vi. Mail that shows a city or state post mark that does not match the return address;
 - vii. Mail that is excessively sealed or taped;
 - viii. Mail or packages that have wires protruding from it;
 - ix. Packages that are lopsided or oddly shaped.
6. **EMPLOYEES** responsible for opening mail for their respective work areas shall wear approved latex gloves while handling all mail, to include washing their hands immediately at the conclusion of their assignment. **EMPLOYEES** who discover mail/package to be of a suspicious nature shall:

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- a. Not move, open, shake, or smell the article;
 - b. Isolate the parcel and the immediate affected area;
 - c. Contact building Security and Inspections and Investigations Division immediately;
 - d. Evacuate the immediate area when directed.
7. The **ARIZONA DEPARTMENT OF ADMINISTRATION (ADOA) MAIL CLERK** shall pick up and deliver interagency mail to/from Central Office twice daily at a pre-designated times, morning and afternoon.
 - a. The **US POSTAL SERVICE** picks up and delivers all US mail daily;
 - b. **CO EMPLOYEES** may contact the Security Officer to arrange for special mail pick-up or delivery to other agencies, providing, if at all possible, a 24-hour notice is given.
8. **SECURITY EMPLOYEES** shall sort and post all US, interagency, and special delivery twice each business day in designated locked repository boxes.
9. **ADJC EMPLOYEES** shall:
 - a. At a minimum, place all outgoing inter-agency and intra-agency mail in an appropriate envelope or mailer and address it to a person and/or agency, secure facility, work unit, or functional area (e.g. BCS, AMS Security, etc.);
 - b. Deposit all outgoing interagency mail in the appropriate repository next to the mail.
10. **Facility mail regulations:** The **SUPERINTENDENT OR DESIGNEE** of each secure facility shall establish and maintain a centralized location for mail pick up and delivery.
11. The **SUPERINTENDENTS OR DESIGNEES** of Adobe Mountain School (AMS) and Black Canyon School (BCS) shall establish and maintain a daily mail run to and from the adjoining schools; i.e., from AMS to BCS and from BCS to AMS.
 - a. **PERSONNEL** at Adobe Mountain School and Black Canyon School shall not send AMS/BCS intra-agency mail exchange to Central Office (CO) for sorting and return to the adjoining school.
12. The secure facilities' and Community Resource Center/Parole Offices' **MAIL COURIER** shall:
 - a. Pick up and return mail bags to the CO Mail Room on a timely, rotating basis within 24 hours each business day;
 - b. Pick up CMS and Southwest Regional Juvenile Corrections Complex (SWRJCC) mail bag at designated times.
13. **ANY EMPLOYEE** utilizing an overnight delivery service for approved state agency business shall do so with Administrative/Superintendent approval.
 - a. **APPROVED EMPLOYEES** shall obtain the forms from the CO Mail Room, Procurement Office, Director's Office, and the secure facilities' Business Offices;
 - b. **EMPLOYEES** shall report any misuse of the overnight express service to the Inspections and Investigations Division for investigation;
 - c. The **APPROVING AUTHORITY** shall subject the guilty employee to corrective/disciplinary action in accordance with Procedure 2003.04 Employee Misconduct.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
02-22-2007	John Dempsey		